

OS REGISTRY
FILE ORM-3

9 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]
Director of Security

SUBJECT: DCI's Annual Report to Congress

REFERENCE: DDA Memorandum #83-4807/1, dated 14 November 1983, same Subject

1. As requested in the reference memorandum, attached is the Office of Security's contribution to the DCI's Annual Report to Congress covering activities during calendar year 1983.

25X1 2. If further information is required, please contact the Policy and Plans Group on extension [REDACTED]

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Attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DCI's Annual Report to Congress

FROM:

Harry E. Fitzwater

DDA

7D-18 Hqs.

EXTENSION

NO.

DDA 83-4807/1

DATE

14 NOV 1983

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing
2D-00 Hqs.3. D/Finance
1212 Key4. D/Information Services
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5. D/Logistics

6. D/Medical Services
1D-4061 Hqs.7. D/Personnel
5E-58 Hqs.8. D/Security
4E-60 Hqs.9. D/Training & Education
1026 C of C10. SSA/DDA
7D-10 Hqs.11. C/CMS/DDA
7C-18 Hqs.

12. C/Safety Staff

13. EEO/DDA
6E-2917 Hqs.14. Management Staff, DDA
7D-10 Hqs.

15.

15 NOV
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* DDA 83-4807/1

14 NOV 1983

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Chief, Career Management Staff, DDA
Chief, Safety Staff, DDA
Equal Employment Opportunity Officer, DDA
Management Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirements for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs.

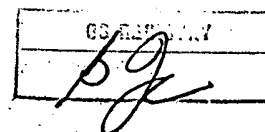
2. It is requested that each of you submit your contribution to us by COB 9 December so that we can incorporate these submissions in a directorate-wide response. This year your contribution should cover the following points: ① accomplishments in rebuilding our capabilities, the status of ② ongoing capability enhancements, the ③ continued need for long-term funding to achieve orderly and balanced growth, and ④ performance highlights. The reporting period is CY 1983.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1982 and the DCI's memo to NFIB Program Managers.

4. If you have any questions or require additional information, please contact [redacted] Executive Officer, DDA, on extension [redacted]

Harry E. Fitzwater

Attachments

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Directorate of Administration
Annual Report to Congress Submission

DDA 1982 Overview

Although 1982 was a very austere year in terms of resources, by postponing some initiatives, self-imposed restraint in expenditure rates, and extensive reprogramming, the Directorate nevertheless provided timely and effective support to Agency components.

Extensive preliminary actions were completed regarding the construction of a new building on the Headquarters compound which will ultimately lead to the consolidation of many of the Agency personnel currently dispersed in [redacted] locations in the metropolitan area. Studies justifying this new construction were submitted to the Office of Management and Budget, and approvals have been obtained from the National Capital Planning Commission, Fairfax County officials, and local interest groups.*

During 1982 we began the long needed recapitalization program which will upgrade the Agency's communications capabilities. However, recapitalization and upgrading of other Agency facilities and equipment had to be deferred in many instances due to the lack of adequate resources.

Heavy demands continued to be placed on Directorate services, particularly in the areas of security, logistics, training, and data processing. Shifting emphasis on expeditious applicant processing, the reinvestigation program, and industrial security strained security resources. The Career Trainee Program, enhanced analytical training, language training, and paramilitary training extended our training capability. Critical space requirements continued to plague our efforts to accommodate the expanding Agency population. Demands for data processing support increased substantially in all areas of the Agency's business. Logistics support in the paramilitary area also intensified.

I. PERFORMANCE HIGHLIGHTS IN 1982

General

After an intense, thorough review of the SAFE Project, the program underwent a dramatic redirection with the result that an early capability will be available to some CIA analysts in March 1983. During the past year, the Office of the

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Information Handling Systems Architect successfully completed its work in producing a strategic plan for the Agency's information handling systems; the thrust of this plan has been approved by the Executive Committee.

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During the past year, the Safety Staff was placed within the Office of the DDA. Continued emphasis was given to the Agency's Occupational Safety and Health Program to bring it into compliance with Federal statutes. Training was provided to Agency employees in the safety and health areas, and over 80 comprehensive safety and health surveys were conducted in addition to 90 inspections.

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Data Processing

The key accomplishment of the Office of Data Processing in 1982 was the redirection of the SAFE Project. Significant progress was also made in satisfying ADP requirements of the Agency and the Intelligence Community.

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Major milestones were achieved in the Automated Document Storage and Retrieval (ADSTAR) Project--a computer-assisted microfilm retrieval system. Work continued on the current COMIREX Automated Management System (CAMS I) and the development of its enhanced version, CAMS II. In addition, work continued on other major projects such as the Community-wide Computer-assisted Compartmentation Control System (4C), the Community's special clearance data base; the Decision Support and Information System for Terrorism (DESIST); the Logistics Integrated Management System (LIMS); and the Automated Compensation and Information System (ACIS). During 1982 the WANG word processor was selected as the Agency's standard, and progress was made in our office automation program. Our computer centers were upgraded to provide improved, more reliable services to customers. Our persistent challenge during the past year and into the future will be to recruit, train, and retain a highly skilled and motivated complement of ADP professionals.

Logistics

During 1982 the Office of Logistics continued to provide a vast array of services in support of the Agency's mission. Such services included printing and photography support, centralized procurement activities, transportation, mail/courier, and general housekeeping support. [REDACTED]

[REDACTED] Printing and photography in support of intelligence production increased by 25 percent over the past year. [REDACTED]

[REDACTED] The most critical resource needs continue to be a shortage of logistics personnel and sufficient funds to embark on long needed capital improvements for Agency facilities.

Security

During the past year, the Office of Security continued to provide comprehensive, timely security support on a worldwide basis. Particular emphasis was placed on meeting increased investigative and polygraph requirements--

[REDACTED] We are also embarking on a program to place more security officers overseas so that they will be in a better position to provide immediate assistance during crisis situations. The Office, with

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resources contained in its FY 1983 program, has initiated an extensive effort to enhance the security protection of our personnel and facilities abroad. Since many of the NFIB agencies all face a number of common concerns in the areas of personnel security, computer security, and physical security challenges, the Office of Security is involved in a number of Community-wide efforts to meet these challenges.

Training and Education

During 1982 the demand for and participation in training programs continued at a high peak. An increase of some 50 language students brought our enrollment to a total of [] (language training enrollments have increased [] in the past four years). In addition, expanded Career Trainee courses, more training of analysts, data processing instruction, and the institutionalization of a senior officer development program have all heavily impacted on the Agency's training posture. These courses represented an increase of [] course enrollments in training conducted [] and an increase of [] enrollments in courses conducted at Headquarters. The Office of Training and Education (OTE) offered a total of 27 new courses during the past year. Various training courses for analysts, SAFE, CAMS II, paramilitary training, and other programs were initiated. Beyond these activities, OTE accommodated a significant number of conferences [] and it orchestrated the Agency's external training program. Special tutorial tradecraft instruction was provided to an increasing number of [] officers []. Under these circumstances, the Agency training facilities [] are operating at capacity; in order to keep pace with this increase in requirements, we must provide for an increase in classroom space and a general upgrading of our facilities.

Support Services

During 1982 the Office of Medical Services (OMS) conducted more applicant testing, assessment services, and medical evaluations than ever before in its history. A comprehensive study has been initiated to examine disaffected employees in order to more clearly identify factors which will assist us in the selection process. The Office provided considerable support in the area of crisis management; they directly assisted in a number of incidents, [] and they trained Agency, government, []. In addition to the medical support provided overseas, OMS personnel conducted over 30 training courses [] abroad. This program consists of first aid, self-help equipment, and training to assist employees in the handling of medical emergencies abroad when professional medical assistance is not available.

Despite limited resources, the Office of Finance (OF) continued to provide timely assistance in support of the Agency's needs, its financial accounting systems, and its financial controls. []

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The Office managed to maintain its antiquated payroll system and meet the numerous deadlines and changes imposed. Workloads in all areas of finance increased substantially, particularly in the areas of payroll, commercial audits, accounting, liaison with other government agencies, and financial support to new Agency activities.

The Office of Information Services (OIS) ceased its internal systematic classification review functions, but continued to provide support for systematic review functions which have been continued by other government organizations. While OIS has been involved in the processing of over 3,000 requests under the Freedom of Information and Privacy Acts and the mandatory classification review program, a considerable backlog persists. The Office continued to develop common records handling procedures for the entire Agency, including the standardization of records and control schedules. In addition, OIS carried out its responsibility for the Agency's regulatory issuance program in a timely, effective manner. And it initiated the development of an Agency-wide electronic document accounting system.

II. RELATIONS WITH CONSUMERS

Most of the Directorate's "customers" are within the Agency. We have, however, provided support to other government agencies, particularly those in the Intelligence Community. The principal area of support to other agencies is in the communications field. Logistical support, primarily in printing and photography, has been provided to the Department of State, the National Security Agency, and others. The Office of Security has been involved with a number of Community-wide efforts. Training assistance is also provided to a number of government entities. The Office of Data Processing provides extensive support to DIA relating to SAFE and the Intelligence Community Staff for CAMS. In all instances, relations with our customers are excellent. We are aware of no major problems during the past year.

III. FUTURE RESEARCH AND DEVELOPMENT PLANS

The Directorate of Administration uses research and development to enhance security, information processing, and communications. [REDACTED]

[REDACTED]

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IV. PRESENT AND PROJECTED RESOURCE NEEDS

The Directorate of Administration has been handicapped in the past because of limited resources. The deficiency has been most evident in the last several years when the Agency's collection and production activities have been expanding. The Directorate has only been able to provide increased support for new and expanding Agency activities by overextending its limited personnel resources, postponing long needed recapitalization programs, and by curtailing, wherever possible, routine albeit necessary administrative services.

With the Directorate's FY 1983 program this decreasing resource trend has been reversed. Although this increase in personnel resources and funds is modest and will not satisfy our needs, it at least signifies a beginning. Also on the positive side, the FY 1983 budget marks the beginning of our five-year program to upgrade our communications capabilities. There is, however, a litany of other dire needs which must be met if we are to continue to provide effective, timely support in the rebuilding of the Agency.

Beginning with the FY 1984 program, for the first time in the Agency's history, provision has been made for the support resources required to match Agency growth. Through the use of a supplemental support resource mechanism, the Directorate was able to submit the level of resources it required in support of the new initiatives which will be undertaken by the DDI, DDO, and DDS&T. While this concept requires further refinement, it is a giant step in the right direction and it will ensure that the Directorate receives a measure of additional resources at least commensurate with the new or expanding activities which it will have to support.

Although the 1984 program presently contains sufficient Directorate resources to support the Agency's growth, there is, of course, no assurance that the program will remain at its present levels. Moreover, little provision has been made for sorely needed recapitalization efforts. Logistics requires substantial funds to upgrade Agency facilities and equipment. The Agency's training facilities in the Headquarters area as well as those

are in need of major funding if they are expected to provide effective support to the vast array of requirements with which we are confronted. And, finally, the enormous demand for ADP support throughout the Agency requires a corresponding need for additional skilled personnel, space, and equipment in that arena.

If the additional personnel and funding resources cited above are made available to the Directorate in FY 1984 and subsequent fiscal years, there is no question that we can meet the challenges which will be confronting us in supporting the Agency's mission.

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NFIB 6.1/35
27 October 1983

MEMORANDUM FOR: National Foreign Intelligence Program Managers

SUBJECT: Preparation of the DCI's Annual Report to the Congress

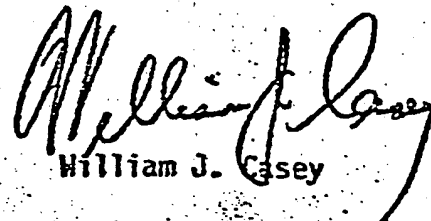
1. It is time again to prepare the Annual Report to the Congress. Last year's report, which began with a DCI overview of the Community followed by separate reports from CIA, DIA, NSA, INR, FBI, and SAFSS, was comprehensive, informative, and quite successful. This approach permitted us to address cooperatively and individually the progress we made toward meeting the needs of national policymakers and departmental intelligence consumers, and will be maintained this year. [redacted]

2. You will note from the attached Terms of Reference that this year we shall emphasize the accomplishments made by the Community in rebuilding in very broad terms. This progress report will inform Congress of the capabilities that have resulted from the enhanced levels of funding which the Community has received over the past several years. This report must present the case for sustained and predictable long-term funding needed to achieve orderly and balanced growth in the Intelligence Community. Finally, I plan to discuss overall Community management including strategic planning and cost control to demonstrate my commitment to orderly and balanced growth. [redacted]

3. As in previous years, I invite you to take this opportunity to address the Congress personally in your own report. We are required to provide a review of US intelligence activities as well as the intelligence activities of foreign countries directed against the US or its interests. I urge you, however, to address accomplishments and the need for sustained and dependable funding in some detail from your own perspective. [redacted]

[redacted] SECRET [redacted]

25X1 The preparation of the report is being managed by the Planning and Policy
25X1 Staff of the Intelligence Community Staff. Please provide the name of your
action officer to [redacted] who also is prepared to discuss
the proposed report further and will provide any assistance you might
require. [redacted]


William J. Casey

Attachment:
Terms of Reference

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